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DISTRIBUTION: Four O'Clock Group

SUBJECT : Fitness Report Modification to Include Joint Discussion of Goals

25X1A9a

1. [REDACTED] has asked that we consider a proposal made by [REDACTED] 25X1A9a to modify our present fitness report. The proposal has been prepared in the form of an employee suggestion but is not being submitted through regular channels for the time being. Chief, Clandestine Services Personnel Staff is seriously considering the testing of the suggestion in several branches and field stations.

2. The suggestion is that we discontinue the fitness report Form 45 for GS-09 and above and substitute a requirement for periodic record of discussion by the employee and supervisor with emphasis on forward planning and goals to be accomplished during the upcoming period (usually one year) by the employee. Section A would follow the format of our present report and Section B would be the so-called joint discussion of goals.

3. The arguments offered are that the objectives of ensuring that the employee knows where and how he stands with respect to current performance and understands what he needs to accomplish in the future are better served by guides and discussion pointed to the future than a review and criticism of past performance.

4. The recommendation states that if a more comprehensive and detailed record of employee's past performance is required, the present Form 45 be continued and the proposed joint discussion of goals be in addition to the Form 45.

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